



SCAPPOOSE *Oregon*

MONDAY, NOVEMBER 7, 2016
CITY COUNCIL

WORK SESSION WITH PLANNING COMMISSION AT 6:00 PM
KICK OFF ~ HOUSING NEEDS ANALYSIS & BUILDABLE LANDS
CITY PLANNER LAURIE OLIVER & ECO NW

CITY COUNCIL MEETING AGENDA

Regular meeting 7:00 p.m.
Scappoose Council Chambers
33568 East Columbia Avenue

ITEM	AGENDA TOPIC	Action
1.0	Call to Order	
2.0	Pledge of Allegiance	
3.0	Roll Call	
4.0	Approval of the Agenda	Approval
5.0	Public Comments	
6.0	Consent Agenda	Approval
	6.1 October 17, 2016 City Council Works Session and meeting minutes	
	6.2 Appointment of Alternate Planning Commissioner	
7.0	Old Business	
	7.1 Ord No. 859 Construction Hours Staff: City Manager Michael Sykes	Second Reading/Approval
8.0	New Business	
	8.1 Immediate Opportunity Fund Grant Resolution Staff: Program Analyst Alexandra Rains	Approval
9.0	Announcements ~ information only	
	9.1 Calendar	
	9.2 City Manager, Police Chief, Councilors, and Mayor	
10.0	Adjournment	

This meeting will be conducted in a handicap accessible room. If special accommodations are needed, please contact City Recorder, Susan Reeves at (503) 543-7146, ext 224 in advance.

TTY 1-503-378-5938

**MONDAY, OCTOBER 17, 2016
CITY COUNCIL WORK SESSION
INTERVIEWS FOR PLANNING COMMISSION ALTERNATE
6:00 p.m.**

In attendance: Mayor Burge, Councilor Reed, Councilor Riffle, Councilor Haugen, City Manager Sykes, City Recorder Reeves, Program Analyst Rains, Legal Counsel Rihala, Applicants: Tom Jadrnak, Craig Marquardo, and Karen Blades.

Mayor Burge explained tonight Council will be interviewing for the Planning Commission Alternate. The applicants are Tom Jadrnak, Craig Marquardo, and Karen Blades.

After the interviews were complete Mayor Burge explained the appointment will be on the November 7 Council agenda.

Mayor Burge adjourned the Work Session at 6:33 p.m.

**CITY COUNCIL MEETING
Regular meeting 7:00 p.m.
Scappoose Council Chambers
33568 East Columbia Avenue**

Call to Order

Mayor Burge called the City Council meeting to order at 7:00 p.m.

Pledge of Allegiance

Roll Call

City Council Members Present:

Scott Burge Mayor
Mark Reed Councilor
Rich Riffle Councilor
Joel Haugen Councilor

Staff Present:

Michael Sykes City Manager
Norm Miller Police Chief
Susan M. Reeves City Recorder
Alexandra Rains Program Analyst

Excused: Council President Erickson, Councilor Meshell and Councilor Hayden

Legal Counsel Shelby Rihala

Press: Courtney Vaughn, Spotlight

Approval of the Agenda

Councilor Haugen moved, and Councilor Riffle seconded the motion to approve the agenda. Motion passed (4-0). Mayor Burge, aye; Councilor Reed, aye; Councilor Riffle, aye, and Councilor Haugen, aye.

Public Comments

There were no public comments.

Consent Agenda ~ October 3, 2016 City Council Work Session minutes and October 3, 2016 City Council meeting minutes

Councilor Haugen moved, and Councilor Riffle seconded the motion to approve the Consent Agenda ~ October 3, 2016 City Council Work Session minutes, and October 3, 2016 City Council meeting minutes. Motion passed (4-0). Mayor Burge, aye; Councilor Reed, aye; Councilor Riffle, aye, and Councilor Haugen, aye.

New Business

Letter of Support for Scappoose Bay Watershed Council

Pat Russell, Scappoose, explained after being at the last Council Work Session in regards to this issue he feels very good about the Council having a certain level of knowledge about the history of the creeks restoration efforts and planning, and are willing to support it. He stated for the record he did want to make note of the status of planning in Scappoose. What he is learning is some of the City's plans are a bit outdated, and hopefully we can start getting our plans up to date. He feels there shouldn't be anything allowed in the 500 year floodplain. He hopes Council adopts the letter of support and directs the City staff to move forward.

Councilor Riffle moved, and Councilor Reed seconded the motion that Council approve the letter of support, as presented.

Mayor Burge thanked City Manager Sykes for the letter. He feels it is incredibly important to maintain our natural resources.

City Manager Sykes explained staff had a meeting with one of the main property owners effected, Chip Buxton, and he is highly supportive of this project.

Motion passed (4-0). Mayor Burge, aye; Councilor Reed, aye; Councilor Riffle, aye, and Councilor Haugen, aye.

Res. No. 16-21: A Resolution for IFA Grant

Program Analyst Alexandra Rains went over the staff report. She explained the Infrastructure Finance Authority manages the state's Special Public Works Fund (SPWF) which provides financing to local governments to construct, improve and repair public infrastructure and facilities that support economic growth and create new jobs. Special Public Works Funds can be used to pay for municipally-owned utilities, buildings, and other municipally-owned infrastructure needed to support the development project, such as streets, sidewalks, water and sewer.

While the Special Public Works Fund is primarily a loan program, it does offer Firm Business Commitment Grants to development projects that create or retain trade sector jobs. The amount of the grant is based on the number of eligible jobs proposed to be created or retained with the potential of up to \$5,000 for each job created or retained. The maximum grant amount is \$500,000 per project or 85% of the allowable cost. The process begins with a Project Notification and Intake Form. If the project meets the programmatic and eligibility requirements, then a municipality is invited to apply. Funds cannot be committed prior to receiving an award letter. There are some exceptions, such as engineering, but that has to be approved in advance by the regional coordinator.

City Manager Sykes explained this is a 2 million dollar project to upgrade West Lane Road and we have been able to identify two grants for approximately 1.4 million dollars for the total cost and the balance of the cost would be covered by the property owners who adjoin particular properties. He stated it is a good positive project for the City. He stated you only receive this grant if you create jobs, and there will be at least 69 new jobs created during the first phase.

Mayor Burge thanked Alex for her work on this.

Councilor Riffle moved, and Councilor Reed seconded the motion that Council authorize passage of Resolution No. 16-21 to grant authority to the City Manager to apply for the Firm Business Commitment Grant from IFA and delegate authority to the Mayor to sign the application. Motion passed (4-0). Mayor Burge, aye; Councilor Reed, aye; Councilor Riffle, aye, and Councilor Haugen, aye.

Ord No. 859 Construction Hours

City Manager Sykes explained before Council is an ordinance that modifies the construction hours within the City of Scappoose. He explained this is something that Council asked staff to explore in response to a number of complaints received in regards to construction hours. At Councils direction staff changed construction hours of operation from 7:00 am to 8:00 pm to 7:00 am to 7:00 pm, reducing it by an hour during the week.

Mayor Burge opened the public hearing at 7:18 p.m., and closed due to no one wanting to speak on this matter.

Mayor Burge stated he knows we've had dump trucks going through the neighborhoods and creating issues. He wondered if there was a way to lessen the pain of dump trucks going through the neighborhoods.

Chief Miller explained in some areas there are not any other routes other than residential areas. He feels when this gets submitted to planning the developer should submit a traffic plan.

City Manager Sykes explained those meetings have already happened between the Building Official, City Planner, and City Engineer, and they pay pretty good attention to it, but he will remind them that this is an important issue.

Councilor Riffle moved, and Councilor Haugen seconded the motion that Council approves Ordinance No. 859: An Ordinance amending Chapter 9.12 of the Scappoose Municipal Code to modify Commercial Construction Hours within the City of Scappoose.

Mayor Burge read the title for the first time.

Announcements ~ information only

Calendar

Mayor Burge went over the calendar.

City Manager

City Manager Sykes explained Council has a copy of his written department report. He explained today he signed a business license for Legacy Urgent Care which will be located by Ixtapa. Also he wanted to note that we received notification from the State Water Resource Board that our permit application to move the Dutch Canyon Well and expand it was approved. He explained we estimate moving that well will add about 200 gallons a minute to the City's water supply. He explained the election box is up and ready for the ballots. He feels having the ballot box located at City Hall really helps improve ballot turnout. He explained lately it seems like we have been under the gun to finish a lot of projects, many of which were funded by FEMA dollars. He explained the good news is we pretty much have all of them done. He explained Program Analyst Alexandra Rains is busy learning how to write grants. She is doing a great job and has a lot of things going on keeping her busy. He explained on October 7 the City received the east airport annexation application and staff will be processing that over the next couple of months. He explained we signed a contract with ECONorthwest to begin the Housing Needs Analysis. He explained staff ended up putting in a new water fish screen at Gourlay Creek, which was really important and he feels will be more fish friendly. He explained staff met with GSI Water Solutions to revisit where we are as far as water supply. He explained there are a number of streets staff is going to try to do crack and slurry seal on, and they hope to still pave and do a grind inlay on NW Peak Road. He explained we received 6.5 inches of rain over the weekend. He stated these are busy times but he feels we are getting ahead of it a little bit.

Police Chief

Chief Miller explained Halloween is coming up and School Resource Officer James Candiff is preparing Halloween bags to hand out. James will be teaching Halloween safety at Warren School, Petersen, and Grant Watts. He reminded everyone about the Hot Chocolate event on Halloween Night and reminded everyone to be safe that night.

Councilors & Mayor

Councilor Riffle thanked Public Works for all the cleanup they did this weekend. He would like to acknowledge the Scappoose Police Department for all of their involvement in the Hightower investigation with the multiagency team.

Councilor Haugen stated hats off to City Manager Sykes for his tireless efforts for Chapman Landing, and we are moving forward which is really exciting. He stated if you don't have October 30 at 7:00 p.m. on your calendar put it on there for the Lincoln Town Hall at the Scappoose High School. He explained in the Budget Committee we formed a subcommittee to look at Courts and he would like to get that on the schedule for November.

Mayor Burge asked City Manager Sykes to set up that meeting, along with Chief Miller.

Councilor Reed talked about being back into leave season and asked don't we usually send out reminders about where citizens can dispose of leaves rather than blowing them out into the streets which create issues and clog the storm drains. He stated especially after the stormy weather we had this past weekend.

City Manager Sykes replied that is highlighted in the City's newsletter that will be going out anytime.

Mayor Burge gave updates on meetings he attended at the Oregon Manufacturing Innovation Center.

Adjournment

Mayor Burge adjourned the meeting at 7:37 p.m.

Scott Burge, Mayor

Attest:

Susan M. Reeves, MMC, City Recorder

ORDINANCE NO. 859

AN ORDINANCE AMENDING CHAPTER 9.12 OF THE SCAPPOOSE MUNICIPAL CODE TO MODIFY COMMERCIAL CONSTRUCTION HOURS WITHIN THE CITY OF SCAPPOOSE

WHEREAS, the City Council may act to protect the public health, safety, and welfare within the City; and

WHEREAS, the Council finds that adjustments to the hours allowed for heavy commercial construction are necessary to protect the livability of the City.

NOW, THEREFORE, THE CITY OF SCAPPOOSE ORDAINS AS FOLLOWS:

Section 1: Chapter 9.12.040 of the Scappoose Municipal Code is hereby amended to read as follows: (additional language underlined and deleted language ~~stricken~~).

4. The commercial construction, excavation, demolition, exterior alteration or repair of a building, or exterior use of heavy construction equipment, other than between the hours of seven a.m. to seven ~~eight~~ p.m. Monday through Friday and nine a.m. to four p.m. on Saturdays, except upon special permit granted by the City Manager. Work, as described in the preceding sentence, is prohibited on Sundays, New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day;

Section 2: This ordinance shall go into effect 30 days after passage.

Passed and adopted by the City Council this ___ day of _____, 2016 and signed by the Mayor and City Recorder in authentication of its passage.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

First Reading: October 17, 2016

Second Reading:

Attest:

Susan M. Reeves, MMC
City Recorder

CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted: November 2, 2016

Agenda Date Requested: November 7, 2016

To: Scappoose City Council

From: Program Analyst Alexandra Rains
City Manager Michael Sykes

Subject: Immediate Opportunity Fund Grant from Oregon Department of Transportation (ODOT)

TYPE OF ACTION REQUESTED:

- | | |
|--|--------------------------------------|
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> Formal Action | <input type="checkbox"/> Report Only |

BACKGROUND INFORMATION:

The purpose of the Immediate Opportunity Fund (IOF) is to support primary economic development in Oregon through the construction and improvement of streets and roads. The 1987 Oregon Legislature created state funding for immediate economic opportunities with certain motor vehicle gas-tax increases.

The IOF is financed at a level of \$7 million per biennium and may be applied to four different project types: A) specific economic development projects that affirm job retention and job creation opportunities, B) revitalization of business or industrial centers to support economic development, C) preparation of Oregon Certified Project Ready Industrial Sites and D) preparation of regionally significant industrial areas. Each project designation has limits on funding per biennium and per project. The amount of an IOF grant is 50% of the total project costs, up to the designated funding limit for each project type and must be administered by another government agency.

APPLICATION IN SCAPPOOSE:

The Immediate Opportunity Fund (IOF) Grant, as it applies to Scappoose, would be put towards the Cascade Tissue/West Lane Frontage Improvements Project as it is considered an eligible, Type A, project. The amount of the grant will be 50% of the total project costs, up to the Type A funding cap of \$1 million dollars. Based upon the cost estimates completed by OTAK in September 2016, the City expects the IOF grant will be \$975,000 dollars.

FISCAL IMPACT:

The Immediate Opportunity Fund from ODOT requires a 50% match. However, as the City is also applying for the Firm Business Commitment Grant from Business Oregon's Infrastructure Finance Authority (IFA) and will receive funds from property owners along West Lane Rd., it may use those funds to fulfill the match requirement.

SUGGESTED MOTION:

The City suggests Council authorize passage of Resolution No. 16-22 to grant authority to the City Manager to apply for the Immediate Opportunity Fund from ODOT and delegate authority to the Mayor to sign the application.

RESOLUTION NO. 16-22

A RESOLUTION OF THE COUNCIL OF THE CITY OF SCAPPOOSE AUTHORIZING THE CITY MANAGER TO MAKE APPLICATION FOR AN IMMEDIATE OPPORTUNITY FUND (IOF) GRANT MADE AVAILABLE BY OREGON DEPARTMENT OF TRANSPORTATION (ODOT) FOR FUNDS TO APPLY TO THE WEST LANE FRONTAGE IMPROVEMENTS PROJECT AND DELEGATING AUTHORITY TO THE MAYOR TO SIGN THE APPLICATION.

Whereas, the Oregon Department of Transportation (ODOT) is accepting applications for the Immediate Opportunity Fund (IOF) Grant program; and

Whereas, the City of Scappoose desires to participate in this grant program to the greatest extent possible as a means of providing funding to the West Lane Frontage Improvements Project; and

Whereas, the Scappoose City Council has identified economic development as a high priority need in the City of Scappoose; and

Whereas, completing frontage improvements on West Lane Rd. will make it possible for Cascade Tissue to run their new manufacturing facility and make the adjacent properties more shovel ready for future development; and

Whereas, Cascade Tissue promises to add 69 jobs to the community; and

Whereas, the matching share for this application will be provided by funds from the Business Commitment Grant program made available by Business Oregon's Infrastructure Finance Authority (IFA) and from property owners along West Lane Rd.

Now, therefore, be it resolved:

The Scappoose City Council hereby authorizes the City Manager to apply for the Immediate Opportunity Fund (IOF) Grant from Oregon Department of Transportation (ODOT) on behalf of the City for improvements to West Lane Rd. and authorizes the Mayor to sign the grant application.

PASSED AND ADOPTED by the Scappoose City Council and signed by me, and the City Recorder, in authentication of its passage on this 7th day of November 2016.


CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest: _____
Susan M. Reeves, MMC
City Recorder

CITY OF SCAPPOOSE

November 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 City Council & Planning Commission Work session 6pm (Housing needs kick-off) City Council 7pm	8	9	10	11 City offices closed 	12
13	14	15	16	17 EDC ~ noon Park & Rec Committee 6pm	18 Chapman Landing Ad Hoc meeting 11am	19
20	21	22	23	24 City Offices closed ~ Thanksgiving	25 City Offices closed	26
27	28 Annual Lighting Event ~ Heritage Park/Watts House 6:00 pm	29	30			

CITY OF SCAPPOOSE

December 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Work Session 6pm City Council 7pm	6	7	8	9 Chapman Landing Ad Hoc meeting 11am	10
11	12	13	14	15 EDC ~ noon Park & Rec Committee 6pm	16	17
18	19 Work Session 6pm City Council 7pm	20	21	22	23 City Offices closed	24
25	26 City Offices closed	27	28	29	30	31